

Procedure No. 5-02

ELECTRONIC WORKPAPERS AND HYPERLINKED AUDIT MILESTONES

Purpose

To provide guidance in using the Audit Milestones Index and hyperlinked electronic workpapers to document the audit work, facilitate supervisory review of workpapers, and make workpaper storage and retrieval more efficient.

Procedure

Audit Staff	<ol style="list-style-type: none">1. Set up a shared directory that is accessible only to the Auditor In-charge, the Supervising Auditor, and the City Auditor. The shared directory will be the official electronic workpaper directory for the audit assignment.2. Save it in the audit assignment directory.3. Prepare electronic workpapers, following the procedures and using the examples provided in the Audit Milestones Index. Save the electronic workpapers in the audit assignment directory.4. As each audit milestone is completed, enter the completion date in the Audit Milestones Index and link the Index to the electronic workpapers. To do this: (a) type the workpaper's file number in the Workpaper Column, (b) highlight the file number, (c) click the "insert hyperlink" button and (d) locate the path of the linked workpaper. The resulting hyperlink will then be shown as blue, underlined text.
Supervising Auditor and City Auditor	<ol style="list-style-type: none">5. Ascertain that the audit milestones are followed by reviewing the Audit Milestones Index in the audit assignment directory. To review a specific electronic workpaper, click on the hyperlinked reference.
Audit Staff	<ol style="list-style-type: none">6. (At the conclusion of the audit) Transfer the audit report, audit milestones, and the electronic workpapers to a CD-ROM disk for permanent storage.7. Prepare a separate workpaper index for hardcopy documents, such as copies of contracts and other auditee-prepared documents.